External Title: I, Payroll/Personnel Manual

Chapter: 6, Security Entry and Tracking System (SETS)

Revision: 1

Date: October 29, 1999

To: Holders of the SETS Procedure
Personnel Users Groups

Attached is Revision 1 of the Security Entry and Tracking System (SETS) procedure. SETS is used to track security clearances and investigations performed by the Office of Personnel Management (OPM) and other investigating agencies. SETS also tracks the billing associated with the investigative services.

This revision includes the following changes:

■ Updates SETS Edit Messages and Appendixes.

■ Updates exhibits.

■ Adds the employee's name to each SETS detail screen.

In addition to the above content changes, the procedure has been formatted to conform to new National Finance Center (NFC) publication standards and includes divider tabs for locating information quickly.

This revision replaces the initial publication, dated May 2, 1994, and incorporates or supersedes the information in all bulletins and amendments issued to that procedure. Please discard these publications.

Please refer questions about the system to Customer Support personnel at **504–255–5230**. Refer questions about this revision to the Directives and Analysis Branch at **504–255–5322**.

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Financial Services Division

Attachment

NFC

Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

October 1999

Security Entry and Tracking System (SETS)

PC Products

Optical Storage

CD-ROM

NFC Procedures
National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

User Documentation
For Systems
And Processes

PC Products

TITLE I
Payroll/Personnel Manual

CHAPTER 6
Security Entry and Tracking System (SETS)

User Survey
For
USDA/NFC Procedures

The Directives and Analysis Branch requests your comments on this procedure. To help us evaluate and improve the effectiveness of our publications, please answer the questions below.

Return the survey within 30 days to:

Directives and Analysis Branch
USDA/NFC
P.O. Box 60000
New Orleans, LA 70160–0001

Optional:

```
Security Entry and Tracking
System (SETS)
```
Procedure Name

1	/	6	/		/	
Title		Chapter		Section		Subsection

User Name   Phone No.

Job Title   Grade

Address

City   State   ZIP

1. How helpful is the procedure to you in performing your job?

☐ Very helpful

☐ Fairly helpful

☐ Not very helpful because _____

2. Is the format easy to follow?

☐ Yes

☐ No, I suggest _____

3. Is the writing easy to understand?

☐ Yes

☐ No, I suggest _____

4. Are the instructions/exhibits clear and easy to follow?

☐ Yes

☐ No, I suggest _____

5. How frequently do you use the procedure?

☐ Daily

☐ Weekly

☐ Monthly

☐ Other: _____

6. Have you found any errors in the procedure?

☐ No

☐ Yes _____

7. What recommendations/comments would you like to make regarding this procedure?

_____

THANK YOU FOR COMPLETING THIS SURVEY!

Table Of Contents

About This Procedure

This procedure provides instructions for accessing and operating the Security Entry And Tracking System (SETS). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

System Overview describes what the system is used for and provides related background information.

Automated Processing provides specific instructions for accessing and using SETS.

System Access provides access security information and instructions for accessing the system.

Operating Features describes the system's design and how to use its operating features.

The SETS Menu gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under a separate heading. All options are covered before going to the next option on the main menu. The menu and option screens are presented as figures within the text.

Exhibits contains illustrations such as examples of reports.

Appendixes contains reference information, such as codes for types of investigations.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins or amendments. This procedure and all related bulletins and amendments are listed in the NFC External Publications Index, issued semiannually. Also, the Bulletin Board on NFC home page *(www.nfc.usda.gov)* provides a list of all bulletins by title and publication date. User's can choose to view and/or print bulletins from this Bulletin Board list.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.2, 3.3, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publications with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Messages displayed by the system are printed in *italics*.	The message *Data Successfully Modified* is displayed.
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	☞ **Note** — Although Option 3 is listed separately on the Update menu, it is displayed on the same screen with Option 4, as one screen.
Figure references link figures with the text. These references are printed in bold sans serif font.	The Reports screen (**Figure 22**) is displayed.
References to headings in the procedure are printed in the same font as figure references.	If you need to complete Part IV: Waivers, tab to the next line and see the instructions under **Part IV, Waivers**.
References to menu options are printed in **bold italics**.	Key in **1.**
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	To return to the main menu, press **[PF1].**
	At any time during the entry process, you can get help with completing a field by pressing **[PF5]**.
Field names are printed in the margin. Field specifications are printed in *italics*. **Note:** Field entries are identified as *required[1]*, *conditional[2]*, *optional[3]*, *optional default[4]*, or *no entry[5]*.	**Report** — *Required, numeric, 1 position* **Number** — Type the report number desired.

[1]*Required*	You must enter data in the field. (Note: All mandatory fields on PODS screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)
[2]*Conditional*	You may be required to enter data, based on criteria indicated in the field instructions.
[3]*Optional*	You may elect to enter data in the field. If the field is left blank, no data is system generated.
[4]*Optional default*	You may elect to enter data. If the field is left blank, the system generates a default entry.
[5]*No entry*	You do not enter data in the field. The field instruction states the reason for no entry.

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel (CAPPS) representative.

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504–255–5230.**

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504–255– 4630**.

For access to SETS, contact your agency's ADP security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504–255–5322**.

System Overview

The Security Entry And Tracking System (SETS) procedure provides instructions for accessing and using SETS, an online inquiry system of the U.S. Department of Agriculture. SETS is used to complete and track security clearances and investigations for applicants, contractors, consultants, volunteers, and employees. The SETS system will allow the user to update security information after an employee has separated if the employee has not been separated longer than 18 months.

SETS provides the following features:

- Online interactive update and query capabilities

- Maintenance of data for applicants, volunteers, contractors, consultants, current and separated employees

- Daily updating of personnel data from the Personnel Edit Subsystem/Personnel Processing System (PINE/PEPL)

- Reporting capabilities

- Access to history files

- Audit trail of SETS updates by user ID

- Allows updates on separated employees

A SETS record consists of 10 parts as shown on the Update Menu (**Figure 6**). The Update Menu and the Inquiry Menu (**Figure 17**) are divided into categories that are defined as parts instead of screens. Therefore, those figures are shown by part number versus screen number. Certain parts are displayed on one screen (e.g., Parts III and IV). The other menus consist of screens and/or parts. Completion of all parts of a SETS record is not required. However, if a specific part is completed, certain fields may be required.

System Interface

SETS interfaces with the Payroll/Personnel System and the Position Management System (PMSO) to access individual payroll/personnel and position data. SETS is updated after PINE executes.

In the SETS Personnel Information record, the data element Personnel Type identifies employees, applicants, contractors, consultants, and volunteers.

For Personnel Type E (employee), all personnel information (Part I) is system generated when the accession action is processed and updated, as appropriate when a change action is processed. Any changes to position data that result in the processing of a personnel action or a change to certain elements in PMSO will systematically update the personnel information record in SETS.

Types Of Investigations

The agency must determine the type of investigation required for the position. Listed below are the five basic types of background investigations.

- Minimum Background Investigation (MBI)

- Limited Background Investigation (LBI)

- Background Investigation (BI)

- Special Background Investigation (SBI)

- National Agency Check and Inquiries (NACI)

These investigations are conducted by the Office of Personnel Management (OPM). OPM is responsible for conducting all competitive service investigations. SETS allows tracking of these types of investigations as well as other types of investigations conducted by other agencies.

The Investigation Process

Agency personnel offices accept applications and other documentation from applicants who apply for a position. This documentation is reviewed by the agency personnel offices to ensure that all required information is provided.

The personnel office/security office has the option to establish the SETS record (1) upon receipt of all required documentation, (2) upon notification of the vacant position, or (3) after the position is filled.

The individual is required to complete one of the following forms:

- Questionnaire For Nonsensitive Positions (SF–85)

- Questionnaire For Public Trust Positions (SF–85P)

- Questionnaire For Sensitive Positions (SF–86)

The necessary documentation is forwarded to the investigating agency. The investigating agency performs the required investigation based on the type of investigation requested by the personnel office/security office. Once the investigation is completed, the investigating agency submits the results to the personnel office/security office.

A certification of the investigation results are filed in the employee's Official Personnel Folder or the appropriate folder as designated by the agency.

A bill is initiated for services either by OPM or the investigating agency.

Note The above is provided as a summary of the investigation process. Follow your agency instructions for the sequence of occurrences or the steps to be followed in processing investigative cases.

History Records

SETS maintains current and historical data for the entire employment period. Data on separated employees is erased after the employee has been inactive for 5 years. A history record is created when a change is made to Parts I through III and Parts VII through X by the user or when personnel actions are applied to Part I by the SETS batch process.

The historical records are stored when the SETS batch process runs which is normally every night. The historical information may be viewed from the history menu after this process has completed. Any changes to a SETS record will display the following day on the detail screen. If the change does not display, the SETS job did not execute.

Reports

This section contains reports that are used by NFC's operating units in SETS processing. An illustration of each report is included in the **Exhibits** section.

Report Number	Report Title	Description	Distribution
SETS01	Accessions Report (**Exhibit 1**)	Provides the accessions actions processed in a given pay period.	Agency and POI
SETS02	Separations Report (**Exhibit 2**)	Provides the separation actions processed in a given pay period.	Agency and POI
SETS03	Report of Changes (**Exhibit 3**)	Provides the change actions processed in a given pay period as well as, any updates to a SETS record.	Agency and POI

Ad hoc reports are available through the FOCUS Reporting System. For detailed instructions on accessing FOCUS, see Title VI, Systems Access Manual, Chapter 5, Report Generator System, Section 4, FOCUS Reporting.

Automated Processing

This section presents information regarding system access and security, operating features, and various other information related to processing within SETS.

System Access

To access SETS, you must have authorized security clearance and use a terminal or personal computer that is connected to the mainframe computer. This section refers you to information on access security and gives specific sign-on/sign-off instructions.

Remote Terminal Usage And Security

SETS resides on the mainframe computer. To access the mainframe, use your telecommunications network (e.g., FTS2000, etc.). For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure.

Access to view, update, or delete data is determined by the agency security officer. The personnel office/security office will be responsible for updating data in the SETS database.

Sign-On

To access SETS, display the NFC banner screen (**Figure 1**) on your terminal.

```
===============================================================================
==  00/00/00          SNAMOD2              T3138E0D            PF1=HELP    ==
===============================================================================
==                NN    NN      FFFFFFFF        CCCCCCCC                   ==
==                NNN   NN      FFFFFFFF        CCCCCCCC                   ==
==                NNNN  NN      FF              CC                         ==
==                NN NN NN      FFFFFFF         CC                         ==
==                NN  NNNN      FFFFFFFF        CC                         ==
==                NN   NNN      FF              CCCCCCCC                    ==
==                NN    NN      FF              CCCCCCCC                    ==
==   ===================================================================   ==
==   ==========            National Finance Center        ==========      ==
==    ==========        Office of the Chief Financial Officer  ==========  ==
==     ==========    United States Department of Agriculture  ==========   ==
==       ===================================================================   ==
==                        For Authorized Use Only                         ==
==                                                                        ==
==  ENTER USER ID =          PASSWORD =           NEW PASSWORD =          ==
==                                                                        ==
==       ENTER APPLICATION NAME =         OR PRESS ENTER FOR NFC MENU     ==
===============================================================================
```

Figure 1. NFC banner screen

Respond to the prompts as follows:

Enter User ID   *Required, alphnumeric; 8 positions max.*
Type your assigned user ID (e.g., **NF999**).

Password   *Required, alpha; 6 to 8 positions*
Type your password. Your password is not displayed on the screen.

New Password   *Optional, alpha; 6 to 8 positions*
This prompt is used when your current password has expired, and the system requests a new password.

**Enter
Application
Name**   *Optional, alpha; 9 positions max.*
Type **SETS** and press **[Enter]**.

The SETS Menu is displayed, except when NFC needs to communicate special system function messages. In this case, the Electronic Access Bulletin Board screen is displayed. Read the message(s) shown and press **[Enter]**. The NFC Menu (**Figure 2**) is displayed.

```
================================================================================
==  00/00/00      SNAMOD2      MENU for NFXXX    T3138E0D     10:49:06  CT    ==
================================================================================
==                                                                            ==
==   SELECT ONE:                                                              ==
==                                                                            ==
==     1. PAYROLL/PERSONNEL SYSTEMS                                           ==
==     2. FINANCIAL INFORMATION SYSTEMS                                       ==
==     3. PROPERTY MANAGEMENT INFORMATION SYSTEMS                             ==
==     4. ADMINISTRATIVE INFORMATION SYSTEMS                                  ==
==     5. DEVELOPMENT SYSTEMS   <NFC ONLY>                                    ==
==     6. DATA BASE TEST SYSTEMS   <NFC ONLY>                                 ==
==     7. MISSION ASSIGNMENT TRACKING SYSTEM   <GAO ONLY>                     ==
==     8. DIRECTIVES BULLETIN BOARD                                           ==
==   ENTER APPLICATION NAME OR SELECTION NUMBER ==> SETS      PF11 = EXIT   ==
================================================================================
==                            MESSAGE BOARD                                   ==
================================================================================
================================================================================
```

Figure 2. NFC Menu

Press **[Enter]** again to display the SETS Menu.

Sign-Off

To exit SETS, press **[Clear]** at any screen. The Enter Next Task Code prompt (**Figure 3**) is displayed.
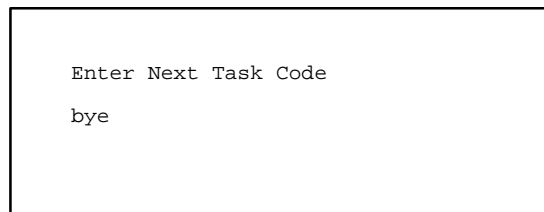
```
Enter Next Task Code

bye
```

Figure 3. Enter Next Task Code prompt

Type **bye** and press **[Enter]**.

The NFC Menu is displayed. You are now disconnected from the system. However, you are still connected to the mainframe and may select another application from the NFC Menu.

To disconnect from the mainframe, press **[PF11]** or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a short time.

☞ **Note** To avoid unnecessary charges, disconnect from your telecommunications network immediately after the session is terminated. (See Title VI, Chapter 2, Section 1, Remote Terminal Usage.)

Operating Features

This section describes the system's basic operating features.

Option Selection

To select an option from any SETS menu, use one of the following two methods:

- ▪ Type the option selection at the cursor

    OR

- ▪ With the cursor at the desired option, press **[Enter]**.

SETS Key Fields

The key fields at the top of each SETS screen are used to identify a specific record. The employee's name displays on each screen to ensure that the social security number entered is for the correct employee. An asterisk appears next to the social security number if the employee is separated.

The three SETS key fields, SSNO, Agency/Bureau, and Name are repeated on each SETS screen. See **Figure 5, Example of Key Fields**. The key fields completion instructions are the same for Parts I through X.

Help Screens

Help screens are available for all entry fields displayed on the screens. To obtain a Help screen, press **[PF5]**. The Help screen is displayed and provides a description of the field either in narrative format or by listing the valid entry codes. Press **[Enter]** to return to the previous screen.

Automated Processing

Automated Processing   **7**

System Edits

SETS performs edit and/or validity checks on entered data. If the data does not pass these edits, errors are highlighted, and an edit message is displayed at the bottom of the screen. All data must be corrected before the record can be processed. (See **Appendix D**, **SETS Edit Messages**.)

Function Keys

Program function keys are used to access SETS options. They are usually identified by **[PA]** (program attention), **[PF]** (program function), **[SF]** (special function), or **[SP]** (special program), depending on the equipment being used. Other function keys are **[Enter]**, **[Clear]**, and **[Tab]**. For detailed instructions on your equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.

Function keys are used in SETS as shown below:
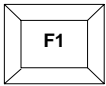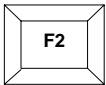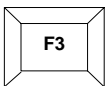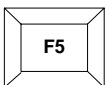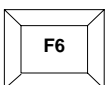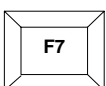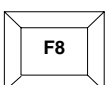
Your keyboard includes :
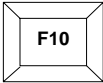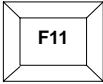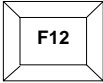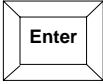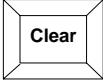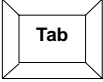
- Program function keys (**[PA]**, **[PF]**, **[F]**, etc.), used to execute functions and display specific screens in the system

- Other function keys (**[Enter]**, **[Clear]**, etc.)

For instructions on your equipment usage for these keys, see the manufacturer's operating guide.

The special functions of these keys in SETS are displayed at the bottom of each screen. Descriptions are provided below:

Function Keys

Key	Description
F1	Used to display the SETS Menu.
F2	Used to display the Summary record.
F3	Used to add a SETS record to Part I.
F5	Used to display Help screens.
F6	Used to display the History Menu.
F7	Used to scroll backward to the previous page.
F8	Used to scroll forward to the next page.

Function Keys

Key	Description
F10	Used to return to the previous part.
F11	Used to scroll to the next part.
F12	Used to clear the screen of data.
Enter	Used to process data.
Clear	Used to display the Enter Next Task Code prompt.
Tab	Used to move the cursor from field to field.

Automated Processing

SETS Menu

After you access SETS, the Security Entry and Tracking System (SETS) Menu (**Figure 4**) is displayed.

```
        |||||||   |||||||   ||||||   |||||||        S E C U R I T Y    E N T R Y
     | |||||| |   | ||        | |    |||||| |
     ||||||  |    | ||        | |    |||||| |              A N D
     |||||||     |||||||      ||     |||||| |        T R A C K I N G   S Y S T E M


    SZ00000              UNITED STATES DEPARTMENT OF AGRICULTURE
                             OFFICE OF FINANCE AND MANAGEMENT
                                 NATIONAL FINANCE CENTER

                              1   UPDATE
                              2   INQUIRY
                              3   HISTORY
                              4   REPORTS


       SELECT A MENU OPTION THEN PRESS ENTER.
       CLEAR = EXIT              PF5 = HELP              ENTER = PROCESS
                             FOR AUTHORIZED USE ONLY
```
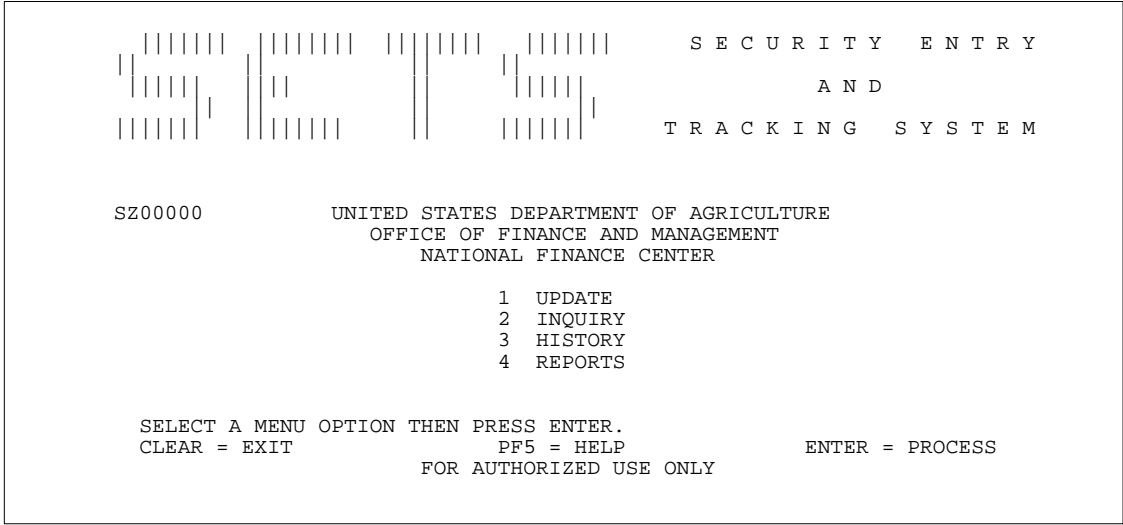
Figure 4. Security Entry And Tracking System (SETS) Menu

This menu consists of four options. Below is a brief description of each option:

  1. **Update.** Used to add a record to the SETS database or change an existing record.

  2. **Inquiry.** Used to query (view) a record.

3. **History.** Used to view a history record.

4. **Reports.** Used to request reports.

To select an option from the SETS Menu, type the number of the option title or position the cursor next to the desired option. Press **[Enter]**. The menu for the selected option is displayed.

Instructions for adding, changing, querying (viewing), and deleting a SETS record are provided in the sections that follow.

Use the following instructions to complete the key fields on all SETS screens (example shown in (**Figure 5**)).

```
SZ10100                        USDA/OFM/NFC                  DATE: 08/31/99
                        SECURITY ENTRY AND TRACKING SYSTEM

   SSNO: _____          AGENCY/BUREAU: ___            MODE:  UPDATE
   NAME: _____     _____  _____
   ----------------------------------------------------------------------------
   PART I: PERSONNEL INFORMATION       LAST UPDATED ON      BY  DEPARTMENT
                         POSITION TITLE
 PERSONNEL OFFICE IDENT (POI)
 PERSONNEL TYPE                       INDIVIDUAL POSITION NUM.
   NAME - LAST       FIRST       MI   POSITION SENSITIVITY CODE
                                      ACCOUNTING DISTRIBUTION CODE
   DATE OF BIRTH
   PAY PLAN                           ORG STRUC CODE
   GRADE                              NATURE OF ACTION CODE
   OCCUPATIONAL SERIES CODE           DATE PERSONNEL ACTION EFFECTIVE
                                      DATE NTE
                                      DATE SEPARATED

   ENTER SSNO, AGENCY AND PRESS ENTER.
   CLEAR = EXIT        PF1  = PREV MENU      PF5  = HELP          ENTER = PROCESS
   PF6 = HISTORY       PF10 = PREV PART      PF11 = NEXT PART     PF12 = REFRESH
```

Figure 5. Example Of Key Fields (Part 1: Personnel Information)

SSNO   *Required, numeric; 9 positions*
                   Type the individual's social security number.

☞   An asterisk appears next to the social security number if the employee is
Note   separated.

Agency/Bureau *Required, numeric; 9 positions*
                   Type the agency code.

Name   *No entry*
                   The system generates the employee's name based on the SSN field.

Press **[Enter]**. A message (e.g., *SSNO Obtained*) is displayed. Complete the applicable fields and press **[Enter]**.

Update

Update is Option 1 on the SETS Menu (**Figure 4**). This option is used to add a record to the SETS database or change an existing record.

To select this option at the SETS Menu, type **1** at the cursor or, with the cursor at Update, press **[Enter]**.

The Update Menu (**Figure 6**) is displayed showing 10 options.

```
 SZ10000                        USDA/OFM/NFC                    DATE: 08/31/99
                         SECURITY ENTRY AND TRACKING SYSTEM



                                  UPDATE   MENU


                        1 PERSONNEL INFORMATION
                        2 OTHER PERSONNEL INFORMATION
                        3 CLEARANCE INFORMATION
                        4 WAIVERS
                        5 SECURITY FORMS
                        6 NAME AND FINGERPRINT CHECKS
                        7 PERSONNEL SECURITY – NAC/NACI INVESTIGATIONS
                        8 PERSONNEL SECURITY – OTHER INVESTIGATIONS
                        9 BILLING INFORMATION
                       10 COMMENTS



  SELECT A MENU OPTION THEN PRESS ENTER.
  CLEAR = EXIT         PF1 = PREV MENU        PF5 = HELP         ENTER = PROCESS
```

Figure 6. Update Menu

Below is a brief description of each option.

1. **Personnel Information.** Used to add, change, and delete personnel information in SETS. You must establish a record through this option before you can add data for that record in the other nine update options. For Personnel types *A, C,* and *V* only.

2. **Other Personnel Information.** Used to add, change, and delete other personnel information not included or retained in the Payroll/Personnel System (e.g., other last names used, other first names used, place of birth city, etc.).

3. **Clearance Information.** Used to add, change, and delete security clearance information (e.g., the level of security clearance and dates pertaining to security clearance).

4. **Waivers.** Used to add, change, and delete dates regarding the request and approval to waive a security investigation.

5. **Security Forms.** Used to add, change, and delete information on receipt of required security forms.

6. **Name And Fingerprint Checks.** Used to add, change, and delete dates on fingerprinting and name investigations.

7. **Personnel Security – NAC/NACI Investigations.** Used to add, change, and delete National Agency Check/National Agency Check and Inquiries (NAC/NACI) investigations.

8. **Personnel Security – Other Investigations.** Used to add, change, and delete other types of investigations based on the sensitivity of the position (e.g., Background Investigation (BI), Limited Background Investigation (LBI), etc.).

9. **Billing Information.** Used to add, change, and delete billing information (e.g., costs, fees, etc.).

10. **Comments.** Used to add, change, and delete free form information that pertains to the investigation.

To select an option from the Update Menu, type the option number or position the cursor next to the option. Press **[Enter]**. The screen for the selected option is displayed.

Instructions follow for using the options on the Update Menu.

Part I: Personnel Information

Personnel Information is Option 1 on the Update Menu. This option is used to add, change, and delete personnel information. You must establish a record through this option before you can add data for that record in the other nine options.

To select this option, type **1** at the cursor or position the cursor next to the option. Press **[Enter]**. The Part I: Personnel Information screen (**Figure 7**) is displayed.

```
   SZ10100                         USDA/OFM/NFC                    DATE: 08/31/99
                            SECURITY ENTRY AND TRACKING SYSTEM

   SSNO: _____         AGENCY/BUREAU: ___                     MODE:  UPDATE
   NAME: _____  _____  _____
   -----------------------------------------------------------------------------

   PART I: PERSONNEL INFORMATION        LAST UPDATED ON        BY

   DEPARTMENT                           POSITION TITLE
   PERSONNEL OFFICE IDENT (POI)
   PERSONNEL TYPE                       INDIVIDUAL POSITION NUM.
   NAME – LAST       FIRST       MI     POSITION SENSITIVITY CODE
                                        ACCOUNTING DISTRIBUTION CODE
   DATE OF BIRTH
   PAY PLAN                             ORG STRUC CODE
   GRADE                                NATURE OF ACTION CODE
   OCCUPATIONAL SERIES CODE             DATE PERSONNEL ACTION EFFECTIVE
                                        DATE NTE
                                        DATE SEPARATED


   ENTER SSNO, AGENCY AND PRESS ENTER.
   CLEAR = EXIT       PF1  = PREV MENU     PF5  = HELP          ENTER = PROCESS
   PF6 = HISTORY      PF10 = PREV PART     PF11 = NEXT PART     PF12 = REFRESH

```

Figure 7. Part I: Personnel Information

Adding Personnel Information

To add Personnel Information, complete the key fields at the top of the screen as described in the section on **SETS Key Fields**. Then complete the remaining fields as follows:

To add a record for the specified SSNO press **[Tab]**. The cursor is positioned in the Personnel Office Identifier (POI) field. The cursor skips the Department field.

Department

System generated
This field is system generated from (1) the agency code entered in the Agency/Bureau field or (2) the Payroll/Personnel System.

Personnel Office Ident (POI)

Required, numeric; 4 positions
Type the personnel office identifier code.

Position Title

Conditional, alpha; 37 positions
Type the position title. This field is optional for Personnel Types A, C, and V and generated for Personnel Type E.

Personnel Type

Conditional, alpha; 1 position
Type the personnel type. Valid values are:

A   Applicant

C   Contractor/Consultant

E   Service employee

V   Volunteer

Personnel Type E cannot be entered. This code is system generated when the individual becomes an employee and the accession action is processed. No updates can be made to Part I for Personnel Type E. Subsequent updates to Part I are the result of processing a personnel change action or a change to PMSO. If a personnel action is processed on an applicant, contractor, consultant, or volunteer, the system will convert these codes to E.

If an accession action is canceled, the system will revert back to the previous code (i.e., A, C, or V).

Individual Position Num.

Conditional, alphanumeric; 8 positions
Type the individual position number. This field is optional for Personnel Types A, C, and V and system generated for Personnel Type E.

Position Sensitivity Code

Conditional, alphanumeric; 2 positions
Type the position sensitivity code. This field is optional for Personnel Types A, C, and V and generated for Personnel Type E, based on the data in PMS. Valid values for the first character are:

1   Nonsensitive/Low Risk

2   Noncritical Sensitive

Update

3	Critical Sensitive
4	Special Sensitive
5	Moderate Risk
6	High Risk

If no code is entered, the system defaults to Code 1.

Valid values for the second character are:

C	Computer–ADP
N	Noncomputer–ADP

Name (Last/First/MI)

Last
Conditional, alphanumeric; 17 positions max.
Type the applicant's, contractor's, consultant's, or volunteer's last name. Include Jr., Sr., III, etc., as part of the last name, as applicable. This field is system generated for Personnel Type E.

First
Conditional, alphanumeric; 12 positions max.
Type the applicant's, contractor's, consultant's, or volunteer's first name. This field is system generated for Personnel Type E.

MI
Conditional, alphanumeric; 1 position
Type the applicant's, contractor's, consultant's, or volunteer's middle initial. This field is system generated for Personnel Type E.

Date Of Birth
Conditional, numeric; 6 positions
Type the date of birth as **MMDDYY**. This field is optional for Personnel Types A, C, and V, and system generated for Personnel Type E.

Pay Plan
Conditional, alpha; 2 positions
Type the pay plan. This field is optional for Personnel Types A, C, and V and system generated for Personnel Type E.

Grade
Conditional, numeric; 2 positions
Type the grade. This field is optional for Personnel Types A, C, and V and system generated for Personnel Type E.

Occupational Series Code
Conditional, numeric; 4 positions
Type the occupational series code. This field is optional for Personnel Types A, C, and V and system generated for Personnel Type E.

Date Separated
Conditional, numeric; 6 positions
Type the date separated as **MMDDYY**. This field is optional for Personnel Types A, C, and V, and system generated for Personnel Type E based on the processing of a separation action.

Press **[PF3]**. If the data passes system edits, the message *Sets–Key–Rec, Personnel–Info Successfully Added* is displayed.

If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the SETS database is updated.

♦   To obtain assistance in completing any field, press **[PF5]** to display the Help screen.

♦   To refresh the screen for another entry, press **[PF12]** and repeat the above process.

♦   To perform another function or to exit, press the applicable function key at the bottom of the screen.

The following fields are system generated for Personnel Type E from the Payroll/Personnel System.

**Accounting
Distribution
Code**   *No entry*
                           This field is system generated from the Payroll/Personnel database.

Org Struc Code   *No entry*
                           This field is system generated from the Payroll/Personnel database.

**Nature Of Action
Code**   *No entry*
                           This field is system generated from the Payroll/Personnel database.

**Date Personnel
Action Effective**   *No entry*
                           This field is system generated from the Payroll/Personnel database.

Date NTE   *No entry*
                           This field is system generated from the Payroll/Personnel database.

Changing Personnel Information

At Part I, type the social security number in the SSNO field and press **[Enter]**. The data for that SSNO is displayed.

Type the new data in accordance with the entry instructions under **Adding Personnel Information**.

After making all changes, press **[Enter]**. The message *Data Successfully Modified* is displayed.

■   To refresh the screen for another entry, press **[PF12]**.

■   To perform another function or to exit, press the applicable function key at the bottom of the screen.

Deleting Personnel Information

To delete Part I, space through each field that contains an entry. Press **[Enter]**.

Part II: Other Personnel Information

Other Personnel Information is Option 2 on the Update Menu. This option is used to add, change, and delete other personnel information not included or retained in the Payroll/Personnel System (e.g., other last names used, other first names used, place of birth city, etc.).

To select this option, type **2** at the cursor or position the cursor next to Other Personnel Information option. Press **[Enter]**. Part II: Other Personnel Information (**Figure 8**) is displayed.

```
 SZ10200                      USDA/OFM/NFC                    DATE: 08/31/99
                       SECURITY ENTRY AND TRACKING SYSTEM

 SSNO: _____               AGENCY/BUREAU:___            MODE:  UPDATE
 NAME: _____  _____  _____
 --------------------------------------------------------------------------------

 PART II: OTHER PERSONNEL INFORMATION

 PLACE OF BIRTH:  CITY                           ST/COUNTRY
 DATE ENTERED AGENCY/BUREAU
 CONTRACTOR/CONSULTANT
 OTHER NAMES USED:
              LAST                 SUFFIX  FIRST           MIDDLE




 ENTER SSNO, AGENCY AND PRESS ENTER.
 CLEAR = EXIT  PF1 = PREV MENU PF5  = HELP      PF6  = HISTORY   ENTER = PROCESS
 PF7 = PAGE UP PF8 = PAGE DOWN PF10 = PREV PART PF11 = NEXT PART PF12 = REFRESH
```

Figure 8. Part II: Other Personnel Information

Adding Other Personnel Information

To add Other Personnel Information, complete the key fields at the top of the screen as described in the section on **SETS Key Fields**. Then complete the remaining fields as follows:

If Part II was completed when the SETS record was established, the fields will display that data. If no data was entered, the fields will be blank.

Complete the applicable fields as follows:

Place Of Birth

City
Optional, numeric; 4 positions
Type the city code where the individual was born.

St/Country
Optional, alphanumeric; 2 positions
Type the state or country code where the individual was born.

Date Entered
Agency/Bureau   *Optional, numeric; 6 positions*

Type the date (**MMDDYY**) the employee entered on duty with the agency/bureau.

Contractor/
Consultant   *Conditional, alphanumeric; 20 positions*

Type the company name for a contractor or consultant. This field is required for Personnel Type C only.

Other Names Used

Last   *Optional, alphanumeric; 21 positions max.*

Type any other last name used; 8 lines are provided.

Suffix   *Optional, alphanumeric; 5 positions max.*

Type part of the last name such as Jr., Sr., etc.

First   *Optional, alphanumeric; 15 positions max.*

Type any other first name used.

Middle   *Optional, alphanumeric; 15 positions max.*

Type any other middle name used.

Press **[Enter]**.

If the data passes system edits, the message *Data Successfully Modified* is displayed.

If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the SETS database is updated.

- To refresh the screen for another entry, press **[PF12]** and repeat the above process.

- To perform another function or to exit, press the applicable key at the bottom of the screen.

Part III: Clearance Information

Clearance Information is Option 3 on the Update Menu. This option is used to add, change, and delete the clearance level and dates regarding security clearance information (e.g., the level of security clearances and dates pertaining to security clearance).

☞ Although Option 3 is listed separately on the Update Menu, it is displayed on the same
Note screen with Option 4, as one screen.

To select this option, Type **3** at the cursor or position the cursor next to the Clearance Information option. Press **[Enter]**. Part III: Clearance Information (**Figure 9**) is displayed.

```
SZ10300                         USDA/OFM/NFC                    DATE: 08/31/99
                       SECURITY ENTRY AND TRACKING SYSTEM

SSNO: _____          AGENCY/BUREAU: ___              MODE:  UPDATE
NAME: _____  _____  _____
---------------------------------------------------------------------------

PART III: CLEARANCE INFORMATION

                 CLEARANCE LEVEL
                 DATE CLEARANCE REQUESTED
                 DATE CLEARANCE GRANTED/CANCELLED
                 DATE SF-312 SIGNED

PART IV: WAIVERS

                 DATE WAIVER REQUESTED
                 DATE WAIVER APPROVED




ENTER SSNO, AGENCY AND PRESS ENTER.
CLEAR = EXIT      PF1  = PREV MENU     PF5  = HELP         ENTER = PROCESS
PF6 = HISTORY     PF10 = PREV PART     PF11 = NEXT PART    PF12 = REFRESH
```

Figure 9. Part III: Clearance Information

Adding Clearance Information

To add Clearance Information, complete the key fields at the top of the screen as described in the section on **SETS Key Fields**. Then complete the remaining fields as follows:

If Part III was completed when the SETS record was established, the fields will display that data. If no data was entered, the fields will be blank.

Complete the applicable fields as follows:

Clearance Level   *Required, alpha; 2 positions max.*
Type the code for the National Security Clearance Level. Valid values are:

IT   Interim Top Secret

IS   Interim Secret

IC   Interim Confidential

T   Final Top Secret

S   Final Secret

C   Final Confidential

NR   None Required

CC   Clearance Canceled

The system defaults to **NR**.

**Date Clearance
Requested**   *Conditional, numeric; 6 positions*
Type the date (**MMDDYY**) the clearance was requested. If the clearance level is **CC**, do not complete this field.

**Date Clearance
Granted/
Cancelled**　　　*Conditional, numeric; 6 positions*

Type the date (**MMDDYY**) the clearance was approved or canceled. If the clearance level is CC, this field must be completed.

**Date SF–312
Signed**　　　*Optional, numeric; 6 positions*

Type the date (**MMDDYY**) the Classified Information Nondisclosure Agreement (SF–312) was signed by the individual.

If you need to complete Part IV: Waivers, tab to the next line and see the instructions under **Part IV, Waivers**.

If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the SETS database is updated.

If you do not need to complete Part IV, press **[Enter]**. If the data passes system edits, the message *Data Successfully Modified* is displayed.

- To refresh the screen for another entry press **[PF12]** and repeat the above process.

- To perform another function or to exit, press the applicable key at the bottom of the screen.

Part IV: Waivers

Waivers is Option 4 on the Update Menu (**Figure 6**). This option is used to add, change, and delete dates regarding the request and approval to waive a security investigation.

☞ **Note**　Although Option 4 is listed separately on the Update Menu (**Figure 6**), it is displayed on the same screen with Option 3, as one screen.

To select this option, type **4** at the cursor or position the cursor next to the Waivers option. Press **[Enter]**. Part IV: Waivers (**Figure 10**) is displayed.

```
   SZ10300                         USDA/OFM/NFC                    DATE: 08/31/99
                          SECURITY ENTRY AND TRACKING SYSTEM

   SSNO: _____          AGENCY/BUREAU: ___              MODE:  UPDATE
   NAME: _____   _____   _____
   ---------------------------------------------------------------------------

   PART III: CLEARANCE INFORMATION

                  CLEARANCE LEVEL
                  DATE CLEARANCE REQUESTED
                  DATE CLEARANCE GRANTED/CANCELLED
                  DATE SF-312 SIGNED

   PART IV: WAIVERS

                  DATE WAIVER REQUESTED
                  DATE WAIVER APPROVED




   ENTER SSNO, AGENCY AND PRESS ENTER.
   CLEAR = EXIT        PF1  = PREV MENU      PF5  = HELP           ENTER = PROCESS
   PF6 = HISTORY       PF10 = PREV PART      PF11 = NEXT PART      PF12 = REFRESH
```

Figure 10. Part IV: Waivers

Adding Waivers

To add Waivers, complete the key fields at the top of the screen as described in the section **SETS Key Fields**. Then complete the remaining fields as follows:

If Part IV was completed when the SETS record was established, the fields will display that data. If no data was entered, the fields will be blank.

Complete the applicable fields as follows:

Date Waiver Requested

Optional, numeric; 6 positions
Type the waiver request date (**MMDDYY**).

Date Waiver Approved

Optional, numeric; 6 positions
Type the waiver approved date (**MMDDYY**).

Press **[Enter]**.

If the data passes system edits, the message *Data Successfully Modified* is displayed.

If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the SETS database is updated.

- To refresh the screen for another entry, press **[PF12]** and repeat the above process.

- To perform another function or exit, press the applicable key at the bottom of the screen.

Part V: Security Forms

Security Forms is Option 5 on the Update Menu. This option is used to add, change, and delete information on receipt of required security forms.

☞ **Note** Although Option 5 is listed separately on the Update Menu, it is displayed on the same screen with Option 6, as one screen.

To select this option, type **5** at the cursor or position the cursor next to the Security Forms option. Press **[Enter]**. Part V: Security Forms (**Figure 11**) is displayed.

```
  SZ10400                         USDA/OFM/NFC                   DATE: 08/31/99
                          SECURITY ENTRY AND TRACKING SYSTEM

   SSNO: _____             AGENCY/BUREAU: ___             MODE:  UPDATE
   NAME: _____  _____  _____
  -----------------------------------------------------------------------------

  PART V: SECURITY FORMS

                          SECURITY FORMS REQUIRED
                          DATE SECURITY FORMS REQUESTED
                          DATE SECURITY FORMS RECEIVED

  PART VI: NAME AND FINGERPRINT CHECKS

                          DATE NAME CHECK REQUESTED
                          DATE NAME CHECK COMPLETED
                          DATE FINGERPRINT CHECK INITIATED
                          DATE FINGERPRINT CHECK RETURNED
                          DATE FINGERPRINT CHECK RESUBMITTED
                          DATE FINGERPRINT RESULTS RECEIVED

  ENTER SSNO, AGENCY AND PRESS ENTER.
  CLEAR = EXIT        PF1  = PREV MENU      PF5  = HELP          ENTER = PROCESS
  PF6 = HISTORY       PF10 = PREV PART      PF11 = NEXT PART     PF12 = REFRESH
```

Figure 11. Part V: Security Forms

Adding Security Forms

To add Security Forms, complete the key fields at the top of the screen as described in the section on **SETS Key Fields**. Then complete the remaining fields as follows:

If Part V was completed when the SETS record was established, the fields will display that data. If no data was entered the fields will be blank.

Complete the applicable fields as follows:

**Security Forms
Required**

Optional, alphanumeric; 3 positions
Type the form needed for the investigation. Valid values are:

85 Questionnaire for Nonsensitive Positions (SF–85)

85P Questionnaire for Public Trust Positions (SF–85P)

86 Questionnaire for Sensitive Positions (SF–86)

**Date Security
Forms
Requested**   *Optional, numeric; 6 positions*

Type the date (**MMDDYY**) the agency requested the form from the individual.

**Date Security
Forms Received**   *Optional, numeric; 6 positions*

Type the date (**MMDDYY**) the agency received the security form from the individual.

If you need to complete Part VI: Name And Fingerprint Checks, tab to the next line and see instructions under **Part VI: Name And Fingerprint Checks**.

If you do not need to complete Part VI, press **[Enter]**. If the data passes system edits, the message *Data Successfully Modified* is displayed.

If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the SETS database is updated.

- To refresh the screen for another entry, press **[PF12]** and repeat the above process.

- To perform another function or to exit, press the applicable key at the bottom of the screen.

Part VI: Name And Fingerprint Checks

Name And Fingerprint Checks is Option 6 on the Update Menu. This option is used to add, change, and delete dates on fingerprinting and name investigations.

☞ **Note** Although Option 6 is listed separately on the Update Menu, it is displayed on the same screen with Option 5, as one screen.

To select this option, type **6** at the cursor or position the cursor next to the Name and Fingerprint Checks option. Press **[Enter]**. Part VI: Name And Fingerprint Checks (**Figure 12**) is displayed.

```
 SZ10400                          USDA/OFM/NFC                    DATE: 08/31/99
                          SECURITY ENTRY AND TRACKING SYSTEM

  SSNO: _____          AGENCY/BUREAU: ___                 MODE:  UPDATE
  NAME: _____   _____   _____
      -------------------------------------------------------------------------

  PART V: SECURITY FORMS

                     SECURITY FORMS REQUIRED
                     DATE SECURITY FORMS REQUESTED
                     DATE SECURITY FORMS RECEIVED

  PART VI: NAME AND FINGERPRINT CHECKS

                     DATE NAME CHECK REQUESTED
                     DATE NAME CHECK COMPLETED
                     DATE FINGERPRINT CHECK INITIATED
                     DATE FINGERPRINT CHECK RETURNED
                     DATE FINGERPRINT CHECK RESUBMITTED
                     DATE FINGERPRINT RESULTS RECEIVED

  ENTER SSNO, AGENCY AND PRESS ENTER.
  CLEAR = EXIT        PF1  = PREV MENU      PF5  = HELP          ENTER = PROCESS
  PF6 = HISTORY       PF10 = PREV PART      PF11 = NEXT PART     PF12 = REFRESH
```

Figure 12. Part VI: Name And Fingerprint Checks

Adding Name And Fingerprint Checks Information

To add Name And Fingerprint Checks information, complete the key fields at the top of the screen as described in the section on **SETS Key Fields**. Then complete the remaining fields as follows:

If Part VI was completed when the SETS record was established, the fields will display that data. If no data was entered, the fields will be blank.

Complete the applicable fields as follows:

Date Name Check Requested	*Optional, numeric; 6 positions* Type the date (**MMDDYY**) the name check was requested.
Date Name Check Completed	*Optional, numeric; 6 positions* Type the date (**MMDDYY**) the name check was completed. This date must be later than the Date Name Check Requested.
Date Fingerprint Check Initiated	*Optional, numeric; 6 positions* Type the date (**MMDDYY**) the fingerprint check was initiated by the personnel office or security office. This date must not be later than the current date.

**Date Fingerprint
Check Returned**   *Optional, numeric; 6 positions*

Type the date (**MMDDYY**) the fingerprint check was returned to the personnel office or security office due to unclassified prints, correction, or missing information. This date must not be later than the current date.

**Date Fingerprint
Check
Resubmitted**   *Optional, numeric; 6 positions*

Type the date (**MMDDYY**) the fingerprint check was resubmitted to the investigating agency after the personnel office or security office corrects the discrepancies.

**Date Fingerprint
Results
Received**   *Optional, numeric; 6 positions*

Type the date (**MMDDYY**) the fingerprint check results were received by the personnel office or security office. This date must not be later than the current date.

Press **[Enter]**.

If the data passes system edits, the message *Data Successfully Modified* is displayed. If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the SETS database is updated.

- To refresh the screen for another entry, press **[PF12]** and repeat the above process.

- To perform another function or to exit, press the applicable key at the bottom of the screen.

Part VII: Personnel Security – NAC/NACI Investigations

Personnel Security–NAC/NACI Investigations is Option 7 on the Update Menu. This option is used to add, change, and delete National Agency Checks (NAC) and National Agency Checks and Inquiries (NACI) investigations.

Note Although Option 7 is listed separately on the Update Menu, it is displayed on the same screen with Option 8, as one screen.

To select this option, type **7** at the cursor or position the cursor next to the Personnel Security NAC/NACI Investigations option. Press **[Enter]**. Part VII: Personnel Security NAC/NACI Investigations (**Figure 13**) is displayed.

```
SZ10500                      USDA/OFM/NFC                    DATE: 08/31/99
                      SECURITY ENTRY AND TRACKING SYSTEM

SSNO: _____      AGENCY/BUREAU: ____              MODE:  UPDATE
NAME: _____   _____   _____
------------------------------------------------------------------------------
PART VII: PERSONNEL SECURITY – NAC/NACI INVESTIGATIONS
TYPE OF INVESTIGATION
DATE NAC/NACI REQUESTED                  DATE NAC/NACI RETURNED UNA
DATE NAC/NACI RESUBMITTED                DATE NAC/NACI SCHEDULED
DATE NAC/NACI COMPLETED                  EXTRA COVERAGE
DATE NAC/NACI ADJUDICATED                OPM CLOSING CODE
                                         OPM CASE STATUS

PART VIII: PERSONNEL SECURITY – OTHER INVESTIGATIONS
TYPE OF INVESTIGATION                    OTHER INVESTIGATING AGENCY
DATE BI REQUESTED                        DATE BI RETURNED UNACCEPTABLE
DATE BI RESUBMITTED                      DATE BI SCHEDULED
DATE BI COMPLETED                        DATE PERSONAL SUBJ INTERV CON
DATE BI ADJUDICATED                      UPDATE INVESTIGATION DUE    00 00 00
                                         CASE STATUS

ENTER SSNO, AGENCY AND PRESS ENTER.
CLEAR = EXIT        PF1  = PREV MENU    PF5  = HELP        ENTER = PROCESS
PF6 = HISTORY       PF10 = PREV PART    PF11 = NEXT PART   PF12 = REFRESH
```

Figure 13. Part VII: Personnel Security – NAC/NACI Investigations

Instructions for adding, changing, and deleting NAC/NACI Investigations information are discussed separately below. The data for the fields in this part are obtained from the agency/bureau and/or the investigation agency documentation.

Adding Personnel Security – NAC/NACI Investigations Information

To add Personnel Security–NAC/NACI Investigations information, complete the key fields at the top of the screen as described in the section **SETS Key Fields**. Then complete the remaining fields as follows:

If Part VII was completed when the SETS record was established, the fields will display that data. If no data was entered, the fields will be blank.

Complete the applicable fields as follows:

Type Of Investigation

Required, numeric; 2 positions
Type the code for the type of investigation requested by the personnel office. Valid values are:

01	NACI (NR) – National Agency Checks & Inquiries Nonreimbursable
02	NACI (R) – National Agency Checks & Inquiries Reimbursable
05	NAC (NR) – National Agency Checks Nonreimbursable
06	NAC (R) – National Agency Checks Reimbursable
07	PC NAC–Peace Corps NAC (PC–5)
08	NAC LC – National Agency Check With Law And Credit
09	ANACI – Access National Agency Check And Inquiries
18	SSBI – Periodic Reinvestigation For SSBI

Date NAC/NACI Requested

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the NAC/NACI request was sent to OPM.

Date NAC/NACI Returned UNA

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the NAC or NACI was returned to OPM due to unacceptable data.

Date NAC/NACI Resubmitted

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the NAC or NACI was resubmitted to OPM after being corrected.

Date NAC/NACI Scheduled

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the NAC or NACI was scheduled by OPM.

Date NAC/NACI Completed

Optional, numeric; 6 positions

Type the date (**MMDDYY**) OPM completed the NAC or NACI.

Extra Coverage

Optional, alpha; 5 positions

Type the code used for extra coverage. See **Appendix C** for a list of OPM Extra Coverage Codes and definitions.

Date NAC/NACI Adjudicated

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the investigation was adjudicated by the agency/bureau.

OPM Closing Code

Optional, alpha; 2 positions

Type the OPM closing code. Valid values are:

DC	Date completed by OPM
CM	Complete
IC	Incomplete
TR	File Transmitted
CF	Closed Without FBI Checks

OPM Case Status

Optional, alphanumeric; 2 positions

Type the status of the case. Valid values are:

C1	Phase I Closed
CL	Closed
CP	Closed Pending
P1	Phase I Scheduled
RD	Received
SC	Scheduled
UB	Unacceptable

If you need to complete Part VIII: Personnel Security – Other Investigations, tab to the next line and see instructions under **Part VIII: Personnel Security – Other Investigations**.

If you do not need to complete Part VIII, press **[Enter]**. If the data passes system edits, the message *Data Successfully Modified* is displayed.

If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the SETS database is updated.

- To refresh the screen for another entry, press **[PF12]** and repeat the above process.

- To perform another function or to exit, press the applicable key at the bottom of the screen.

Part VIII: Personnel Security – Other Investigations

Personnel Security-Other Investigations is Option 8 on the Update Menu. This option is used to add, change, and delete other types of investigations based on the sensitivity of the position (e.g., Background Investigation (BI), Limited Background Investigation (LBI), etc.).

☞ **Note** Although Option 8 is listed separately on the Update Menu, it is displayed on the same screen with Option 7, as one screen.

To select this option, type **8** at the cursor or position the cursor next to the Personnel Security Other Investigations option. Press **[Enter]**. Part VIII: Personnel Security Other Investigations (**Figure 14**) is displayed.

```
   SZ10500                      USDA/OFM/NFC                    DATE: 08/31/99
                        SECURITY ENTRY AND TRACKING SYSTEM

    SSNO: _____        AGENCY/BUREAU: ____            MODE:  UPDATE
    NAME: _____  _____  _____
   ----------------------------------------------------------------------------
    PART VII: PERSONNEL SECURITY – NAC/NACI INVESTIGATIONS
    TYPE OF INVESTIGATION
    DATE NAC/NACI REQUESTED            DATE NAC/NACI RETURNED UNA
    DATE NAC/NACI RESUBMITTED          DATE NAC/NACI SCHEDULED
    DATE NAC/NACI COMPLETED            EXTRA COVERAGE
    DATE NAC/NACI ADJUDICATED          OPM CLOSING CODE
                                       OPM CASE STATUS

    PART VIII: PERSONNEL SECURITY – OTHER INVESTIGATIONS
    TYPE OF INVESTIGATION              OTHER INVESTIGATING AGENCY
    DATE BI REQUESTED                  DATE BI RETURNED UNACCEPTABLE
    DATE BI RESUBMITTED                DATE BI SCHEDULED
    DATE BI COMPLETED                  DATE PERSONAL SUBJ INTERV CON
    DATE BI ADJUDICATED                UPDATE INVESTIGATION DUE     00 00 00
                                       CASE STATUS


    ENTER SSNO, AGENCY AND PRESS ENTER.
    CLEAR = EXIT        PF1  = PREV MENU      PF5  = HELP         ENTER = PROCESS
    PF6 = HISTORY       PF10 = PREV PART      PF11 = NEXT PART    PF12 = REFRESH
```

Figure 14. Part VIII: Personnel Security – Other Investigations

Adding Personnel Security – Other Investigations Information

To add Personnel Security – Other Investigations information, complete the key fields at the top of the screen as described in the section on **SETS Key Fields**. Then complete the remaining fields as follows:

If Part VIII was completed when the SETS record was established, the fields will display that data. If no data was entered, the fields will be blank.

Complete the applicable fields as follows:

Type Of Investigation

Required, alphanumeric; 2 positions

Type the type of investigation based on the sensitivity of the position. See **Appendix A** for valid values.

Other Investigating Agency

Required, alpha; 2 positions

Type the agency code of the agency performing the investigation. See **Appendix B** for valid values.

The fields listed below are required on BI's, LBI's, SBI's, and PRI's.

Date BI Requested

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the investigation was sent to the investigating agency.

Date BI Returned Unacceptable

Conditional, numeric; 6 positions

Type the date (**MMDDYY**) the investigation request was returned from the investigating agency due to unacceptable data. (Complete this field if the BI Date Resubmitted field is to be entered.)

Date BI Resubmitted

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the investigation request was resubmitted to the investigating agency after being corrected.

Date BI Scheduled

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the investigation was scheduled by the investigating agency.

Date BI Completed

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the investigation was completed by the investigating agency. For critical sensitive positions that are reinvestigated, the system generates a date that is 5 years later than the Update Investigation Due date. These positions are subject to periodic reinvestigations 5 years after placement in the position and at least each succeeding 5 years.

Date Personal Subj Interv Con

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the investigating agency conducted a personal interview.

Date BI Adjudicated

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the investigation was adjudicated by the agency/bureau.

Update
Investigation
Due   *Conditional, numeric; 6 positions*
             Type the date (**MMDDYY**) of the reinvestigation.

☞
Note   If the position sensitivity code equals 3C, 3N, 4C, 4N, 6C, or 6N this field is
             system generated.

Case Status   *Optional, alphanumeric; 2 positions*
             Type the status of the case. Valid values are:

             C1   Phase I Closed
             CL   Closed
             CP   Closed Pending
             P1   Phase I Scheduled
             RD   Received
             SC   Scheduled
             UN   Unacceptable

        Press **[Enter]**.

        If the data passes system edits, the message *Data Successfully Modified* is displayed.

        If the data does not pass system edits, an edit message is displayed at the bottom of the
        screen. All data must be corrected before the SETS database is updated.

        ■   To refresh the screen for another entry, press **[PF12]** and repeat the above process.

        ■   To perform another function or to exit, press the applicable key at the bottom of the
            screen.

Part IX: Billing Information

        Billing Information is Option 9 on the Update Menu. This option is used to add, change, and
        delete billing information (e.g., costs, fees, etc.)

        To select this option, type **9** at the cursor or position the cursor next to the Billing
        Information option. Press **[Enter]**. Part IX: Billing Information (**Figure 15**) is displayed.

```
 SZ10600                         USDA/OFM/NFC                    DATE: 08/31/99
                        SECURITY ENTRY AND TRACKING SYSTEM

 SSNO: _____           AGENCY/BUREAU: _____           MODE:  UPDATE
 NAME: _____  _____  _____
 ------------------------------------------------------------------------------

 PART IX: BILLING INFORMATION

 OPM CASE NO                               OPM CASE SERVICE DAYS
 OPM BILLING COST/FEE
 DATE OPM PAYMENT APPROVED


 FBI BILLING/COST FEE                      DATE FBI PAYMENT APPROVED
 FBI INVOICE NUMBER

 AGENCY LOCATION CODE                      SECURITY OFFICE IDENTIFIER
 SUBMITTING OFFICE NUMBER                  CONTRACT INVESTIGATOR
 CONTRACT INVESTIGATOR                         BILLING COST/FEE
    INVOICE NUMBER                         DATE CONTRACT INVESTIGATOR
                                               PAYMENT APPROVED
 ENTER SSNO, AGENCY AND PRESS ENTER.
 CLEAR = EXIT       PF1  = PREV MENU    PF5  = HELP          ENTER = PROCESS
 PF6 = HISTORY      PF10 = PREV PART    PF11 = NEXT PART     PF12 = REFRESH
```

Figure 15. Part IX: Billing Information

Adding Billing Information

To add Billing Information, complete the key fields at the top of the screen as described in the section on **SETS Key Fields**. Then complete the remaining fields as follows:

If Part IX was completed when the SETS record was established, the fields will display that data. If no data was entered, the fields will be blank.

Complete the applicable fields as follows:

OPM Case No. *Optional, alphanumeric; 8 positions*
Type the case number assigned by OPM.

OPM Case Service Days *Optional, alpha; 1 position*
Type the types of service requested from OPM. Valid values are:

- **A** 35 Day Service
- **B** 75 Day Service
- **C** 120 Day Service
- **D** Reopen
- **X** Unknown

OPM Billing Cost/Fee *Optional, numeric; 4 positions*
Type the OPM billing fee for the processed investigation.

**Date OPM
Payment
Approved**

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the OPM payment was approved for a completed investigation.

**FBI Billing/Cost
Fee**

Optional, numeric; 4 positions

Type the Federal Bureau of Investigation (FBI) billing fee for processing fingerprint/name checks.

**Date FBI
Payment
Approved**

Optional, numeric; 6 positions

Type the date (**MMDDYY**) the FBI payment for fingerprint/name checks was completed.

**FBI Invoice
Number**

Optional, numeric; 8 positions

Type the number the FBI assigns to a bill.

**Agency
Location Code**

Optional, numeric; 8 positions

Type the number issued to each agency by the Department of the Treasury for the On-Line Payment and Collection Billing System.

**Security Office
Identifier**

Optional, alphanumeric; 4 positions

Type the number used to identify the security office assigned by the OPM/Federal Investigations Processing Center.

**Submitting
Office Number**

Optional, alphanumeric; 4 positions

Type the submitting office number (SON) assigned by OPM/Federal Investigations Processing Center.

Note

This number may be different from the Personnel Office Identifier which is assigned by the Central Personnel Data File (CPDF).

**Contract
Investigator
Billing Cost/Fee**

Required, numeric; 4 positions

Type the billing fee as whole dollars for processed investigations.

**Contract
Investigator
Invoice Number**

Required, alphanumeric; 8 positions

Type the case number assigned by the investigating contractor.

**Date Contract
Investigator
Payment
Approved**

Required, numeric; 6 positions

Type the date (**MMDDYY**) the payment was approved.

Update

Press **[Enter]**.

If the data passes system edits, the message *Data Successfully Modified* is displayed.

If the data does not pass system edits, an edit message is displayed at the bottom of the screen. All data must be corrected before the SETS database is updated.

- To refresh the screen for another entry, press **[PF12]** and repeat the above process.

- To perform another function or to exit, press the applicable key at the bottom of the screen.

Part X: Comments

Comments is Option 10 on the Update menu. This option is used to add, change, and delete free form information that pertains to an investigation.

☞ This screen is only available to individuals with special security class access.
Note

To select this option, type **10** at the cursor or position the cursor next to the Comments option. Press **[Enter]**. The Part X: Comments screen (**Figure 16**) is displayed.

```
   SZ10700                          USDA/OFM/NFC                     DATE: 08/31/99
                          SECURITY ENTRY AND TRACKING SYSTEM

   SSNO: _____          AGENCY/BUREAU: _____            MODE:  UPDATE
   NAME: _____   _____   _____
   ------------------------------------------------------------------------------

   PART X: COMMENTS








   ENTER SSNO, AGENCY AND PRESS ENTER.
   CLEAR = EXIT         PF1  = PREV MENU       PF5  = HELP            ENTER = PROCESS
   PF6 = HISTORY        PF10 = PREV PART       PF11 = NEXT PART       PF12 = REFRESH
```

Figure 16. Part X: Comments

Adding Comments

To add Comments, complete the key fields at the top of the screen as described in the section on **SETS Key Fields**. Then press **[Tab]** to move to the Comments field.

Complete the Comments field as follows:

Comments   *Optional, alphanumeric*
Type comments, if any, about the investigation.

After completing the Comments field, press **[Enter]**. The message *Data Successfully Modified* is displayed.

Deleting A SETS Record

To delete a SETS record for Personnel Types *A*, *C*, and *V*, go to the Date Separated field in Part I and type a date that is 5 years prior to the current date. The record will be deleted at the end of the processing pay period. Personnel Type *E* cannot be deleted by the user.

Inquiry

Inquiry is Option 2 on the SETS Menu (**Figure 4**). This option allows you to view data added to the SETS database.

To select this option at the SETS Menu, type **2** at the cursor or, with the cursor at Inquiry, press **[Enter]**.

The Inquiry Menu (**Figure 17**) is displayed showing 10 options. The options on the Inquiry Menu are identical to the options on the Update Menu. No updates can be made to an inquiry record.

```
   SZ10000                        USDA/OFM/NFC                   DATE: 08/31/99
                         SECURITY ENTRY AND TRACKING SYSTEM



                                  INQUIRY MENU

                         1 PERSONNEL INFORMATION
                         2 OTHER PERSONNEL INFORMATION
                         3 CLEARANCE INFORMATION
                         4 WAIVERS
                         5 SECURITY FORMS
                         6 NAME AND FINGERPRINT CHECKS
                         7 PERSONNEL SECURITY - NAC/NACI INVESTIGATIONS
                         8 PERSONNEL SECURITY - OTHER INVESTIGATIONS
                         9 BILLING INFORMATION
                        10 COMMENTS



   SELECT A MENU OPTION THEN PRESS ENTER.
   CLEAR = EXIT          PF1 = PREV MENU        PF5 = HELP        ENTER = PROCESS
```

Figure 17. Inquiry Menu

To select an option from the Inquiry Menu, type the option number or position the cursor next to the option. Press **[Enter]**. The screen for the selected option is displayed.

Viewing An Inquiry Record

To view an inquiry record, complete the fields as follows:

SSNO	*Required, numeric; 9 positions* Type the individual's social security number.
☞ **Note**	An asterisk appears next to the social security number if the employee is separated.
Agency/Bureau	*Optional, alphanumeric; 2 positions* Type the agency code.

Name   *No entry*

> The system generates the employee's name based on the SSN field.

After completing the fields, press **[Enter]**.

If no SETS record exists for the SSNO, the message *SSNO Not On Data Base*, *Re–Enter SSNO* is displayed.

If a SETS record exists for the selected SSNO, the record is displayed with the message *SSNO/Agency Successfully Obtained*.

- To query another individual's record, type the social security number and press **[Enter]**.

- To perform another function or to exit, press the applicable function key at the bottom of the screen.

History

History is Option 3 on the SETS Menu (**Figure 4**). This option is used to view history records in SETS.

To select this option at the SETS Menu, type **3** at the cursor or with the cursor at History, press **[Enter]**.

The History Menu (**Figure 18**) is displayed showing 4 options.

```
   SZ30000                        USDA/OFM/NFC                    DATE: 08/31/99
                         SECURITY ENTRY AND TRACKING SYSTEM



                                   HISTORY MENU


                             1 SUMMARY/DETAIL
                             2 CUMULATIVE UPDATES
                             3 NAC/NACI INVESTIGATIVE HISTORY
                             4 OTHER INVESTIGATIVE HISTORY


      SELECT A MENU OPTION THEN PRESS ENTER.
      CLEAR = EXIT         PF1 = PREV MENU        PF5 = HELP        ENTER = PROCESS
```

Figure 18. History Menu

Below is a brief description of each option:

1. **Summary/Detail.** Used to display a summary of all the history records created for a particular SSNO as a result of a change to certain data elements. This option consists of a screen that lists all history records, and subsequent screens that display all parts of a SETS record, with an indicator to identify the change.

2. **Cumulative Updates.** Used to display the element(s) that was changed and the old and new data for that element.

3. **NAC/NACI Investigative History**. Used to display the National Agency Check/National Agency Check and Inquiries (NAC/NACI) investigations. This option consists of a screen that lists the date the investigation was completed and the type of investigation.

4. **Other Investigative History**. Used to display other types of investigations. This option consists of a screen that lists the date the investigation was completed, the type of investigation, and the investigating agency.

To select an option from the History Menu, type the option number or position the cursor next to the option. Press **[Enter]**. The screen for the selected option is displayed.

Instructions follow for using the options on the History Menu.

Summary/Detail

Summary/Detail is Option 1 on the History Menu. This option is used to display a summary of all the history records created for a particular SSNO as a result of a change to certain data elements.

To select this option, type **1** at the cursor or position the cursor next to the option. Press **[Enter]**. The Summary screen (**Figure 19**) is displayed.

```
  SZ30100                      USDA/OFM/NFC                   DATE: 08/31/99
                      SECURITY ENTRY AND TRACKING SYSTEM

  SSNO: _____           AGENCY/BUREAU: _____         MODE:  HISTORY

  ------------------------------------------------------------------------------
  NAME (L/F/MI):
  ------------------------------------------------------------------------------
         RECORD ID   INVESTIGATIONS   UPDATE DATE    USER-ID      NOA
                      N -    O -


  ENTER SSNO, AGENCY AND PRESS ENTER.
  CLEAR = EXIT        PF1 = PREV MENU      PF5 = HELP          ENTER = PROCESS
                      PF7 = PAGE UP        PF8 = PAGE DOWN     PF12 = REFRESH
```

Figure 19. Summary Screen

Instructions for selecting the detail record to be viewed are discussed below. Complete the fields as follows:

SSNO	*Required, numeric; 9 positions* Type the individual's social security number.
☞ **Note**	An asterisk appears next to the social security number if the employee is separated.
Agency/Bureau	*Optional, alphanumeric; 2 positions* Type the agency code.
Name	*No entry* The system generates the employee's name based on the SSN field.

After completing the fields, press **[Enter]**.

If no history record exists for the SSNO, the message *SSNO Has No History Info, Re-Enter SSNO* is displayed.

If a history record exists for the selected SSNO, a summary record is displayed showing the record ID number (assigned by NFC for control purposes), the type of investigation, the date the record was updated, and the user-ID number.

The current record appears at the beginning of the list. When a change is made to a record, the change becomes the current record and displays at the beginning of the list.

To view a detail record for the selected SSNO, tab to the record ID you would like to view. Press **[Enter]**. The Detail screen (**Figure 21**) showing Part I is displayed.

```
   SZ30200                        USDA/OFM/NFC                    DATE: 08/31/99
                          SECURITY ENTRY AND TRACKING SYSTEM

   SSNO: 123456789        AGENCY/BUREAU: 90                   MODE:  HISTORY
   NAME: _____   _____   _____
   --------------------------------------------------------------------------------
        NEXT       RECORD ID     INVESTIGATIONS  UPDATE DATE    USER ID     NOA
        PREV       001305641731  N – 07 O – 38    04 22 94      NF443        893
   --------------------------------------------------------------------------------
   PART I: PERSONNEL INFORMATION           NO UPDATED FIELDS; VIEW NEXT PART

        PERSONNEL OFF IDENTIFIER 5317              PERSONNEL TYPE E
        SOCIAL SECURITY NUMBER   222222222         AGENCY CODE    90
        LAST NAME                Doe               DATE OF BIRTH  07 22 52
        FIRST NAME               Mary
        MIDDLE INITIAL           G                 DATE SEPARATED
        ORG STRUCTURE CODE       90 70 30 0080 10
                                                   NOAC 1ST 3 POS
                                                   NOAC 2ND 3 POS 893
        OCCUPATIONAL SERIES CD   0343              NOAC EFF DATE   01 23 94
        POSITION SENSITIVITY CD  2N                DATE NTE
        POSITION TITLE           PROG ANAL
   SSNO/AGENCY SUCCESSFULLY OBTAINED
   CLEAR = EXIT        PF1 =  PREV MENU      PF2  = SUMMARY        ENTER = PROCESS
   PF5 = HELP          PF10 = PREV PART      PF11 = NEXT PART      PF12 = REFRESH
```

Figure 20. Detail Screen (Part I)

```
   SZ31100                        USDA/OFM/NFC                    DATE: 08/31/99
                          SECURITY ENTRY AND TRACKING SYSTEM

   SSNO: 123456789        AGENCY/BUREAU: 90                   MODE:  HISTORY
   NAME: _____   _____   _____
   --------------------------------------------------------------------------------
        NEXT       RECORD ID     INVESTIGATIONS  UPDATE DATE    USER ID     NOA
        PREV       001305641731  N – 07 O – 38    04 22 94      NF443        893
   --------------------------------------------------------------------------------
   PART III: CLEARANCE INFORMATION        ‘==>’ FIELD UPDATED; VIEW NEXT RECORD

   ==> CLEARANCE LEVEL               C
       DATE CLEAR REQUESTED
   ==> DATE CLEAR GRANT/CANCEL 04 13 94

   PART VII: PERSONNEL SECURITY–NAC/NACI   PART VIII: PERSONNEL SECURITY–OTHER

        TYPE OF INVESTIGATION        07    ==> TYPE OF INVESTIGATION         38
        DATE NAC/NACI COMPLETED 04 19 94   ==> OTHER INVESTIGATING AGENCY    SS
        DATE NAC/NACI ADJUDICAT 04 20 94       OTHER DATE COMPL BY IA
                                               DATE PERS SUBJECT INTERV
                                               OTHER DATE ADJUDICATED
   SSNO/AGENCY SUCCESSFULLY OBTAINED
   CLEAR = EXIT        PF1  = PREV MENU      PF2  = SUMMARY        ENTER = PROCESS
   PF5 = HELP          PF10 = PREV PART      PF11 = NEXT PART      PF12 = REFRESH
```

Figure 21. Detail Screen (Parts III, VII, and VIII)

Press **[PF11]** to scroll to the next part(s) until the message *Field Updated; View Next Record* is displayed. An arrow is positioned at the field where the change occurred (**Figure 21**).

■   To return to the summary screen to view another history record, press **[PF2]**.

- ▪ To perform another function or to exit, press the applicable function key at the bottom of the screen.

Cumulative Updates

Cumulative Updates is Option 2 on the History Menu. This option is used to display the data element that was changed along with the old and new data.

To select this option, type **2** at the cursor or position the cursor next to the Cumulative Updates option. Press **[Enter]**. The Cumulative Updates screen (**Figure 22**) is displayed.

```
 SZ30300                      USDA/OFM/NFC                  DATE: 08/31/99
                       SECURITY ENTRY AND TRACKING SYSTEM

 SSNO: _____            AGENCY/BUREAU:_____        MODE:  HISTORY

 ------------------------------------------------------------------------------
 NAME (L/F/MI): DOE              JANE        G

 ------------------------------------------------------------------------------
                             CUMULATIVE UPDATES

 .............................................................................


   ON 08/01/99,  NF999   UPDATED


           -     TYPE OF INVEST - OTHER


               FROM:  00
                  TO:    11


 THIS IS THE ONLY PAGE OF HISTORY UPDATES                    PAGE NO  0001


 CLEAR = EXIT       PF1 = PREV MENU      PF5 = HELP          ENTER = PROCESS
                    PF7 = PAGE UP        PF8 = PAGE DOWN      PF12 = REFRESH
```

Figure 22. Cumulative Updates Screen

Instructions for viewing the Cumulative Updates screen are discussed below.

Viewing (Querying) The Cumulative Updates Screen

To view a Cumulative Updates record, complete the fields as follows:

SSNO	*Required, numeric; 9 positions* Type the individual's social security number.
👉 **Note**	An asterisk appears next to the social security number if the employee is separated.
Agency/Bureau	*Optional, alphanumeric; 2 positions* Type the agency code.

Name	*No entry*
	The system generates the employee's name based on the SSN field.

After completing the fields, press **[Enter]**.

The Cumulative Updates screen is displayed showing the date of the change, the user ID number of the person who made the change, the element that was changed, and the old (From) and new (To) data.

- To scroll to another page, press **[PF8]**.

- To perform another function or to exit, press the applicable function key at the bottom of the screen.

NAC/NACI Investigative History

NAC/NACI Investigative History is Option 3 on the History Menu. This option is used to display a list of all the NAC/NACI investigations performed, the date completed, and the type of investigation. This option is updated after an entry is made in the Date NAC/NACI Completed field of Part VII, and a SETS batch job is run.

To select this option, type **3** at the cursor or position the cursor next to the NAC/NACI Investigative History option. Press **[Enter]**. The NAC/NACI Investigative History screen (**Figure 23**) is displayed.

```
                    SECURITY ENTRY AND TRACKING SYSTEM

   SSNO: _____        AGENCY/BUREAU: _____            MODE:  HISTORY

   ------------------------------------------------------------------------------
   NAME (L/F/MI): DOE            JANE         G
   ------------------------------------------------------------------------------
                    NAC/NACI INVESTIGATIVE HISTORY

   DATE COMPLETED       TYPE INVESTIGATION
   ..............................................................................
      08/19/99                  07
      08/12/99                  06




     THIS IS THE ONLY PAGE OF HISTORY UPDATES                    PAGE NO 0001
   CLEAR = EXIT        PF1 = PREV MENU       PF5 = HELP          ENTER = PROCESS
                      PF7 = PAGE UP          PF8 = PAGE DOWN     PF12 = REFRESH
```

Figure 23. NAC/NACI Investigative History Screen

Instructions for viewing the NAC/NACI screen are discussed below.

Viewing (Querying) The NAC/NACI Investigative History Screen

To view a NAC/NACI investigative record, complete the fields as follows:

SSNO	*Required, numeric; 9 positions* Type the individual's social security number.
☞ **Note**	An asterisk appears next to the social security number if the employee is separated.
Agency/Bureau	*Optional, alphanumeric; 2 positions* Type the agency code.
Name	*No entry* The system generates the employee's name based on the SSN field.

After completing the fields, press **[Enter]**.

The NAC/NACI Investigative History screen is displayed showing the date the investigation was completed and the type of investigation.

- To scroll to another page, press **[PF8]**.

- To perform another function or to exit, press the applicable function key at the bottom of the screen.

Other Investigative History

Other Investigative History is Option 4 on the History Menu. This option is used to display a list of all other investigations performed along with the date completed, the type of investigation, and the investigating agency. This option is updated after an entry is made in the BI Date Completed field of Part VIII, and a SETS batch job is run.

To select this option, type **4** at the cursor or position the cursor next to the Other Investigative History option. Press **[Enter]**. The Other Investigative History screen (**Figure 24**) is displayed.

```
  SZ30500                         USDA/OFM/NFC                      DATE: 08/31/99
                         SECURITY ENTRY AND TRACKING SYSTEM

  SSNO:_____         AGENCY/BUREAU:_____              MODE:  HISTORY

  -----------------------------------------------------------------------------
  NAME (L/F/MI): DOE          JANE
  -----------------------------------------------------------------------------
                          OTHER INVESTIGATIVE HISTORY

  DATE COMPLETED                  TYPE INVESTIGATION          INVESTIGATING AGENCY
  ...........................................................................
     00/00/00                           30                    DE
     00/00/00                           38                    SS
     00/00/00                           29                    SS




  THIS IS THE ONLY PAGE OF HISTORY UPDATES                      PAGE NO 0001
  CLEAR = EXIT        PF1 = PREV MENU        PF5 = HELP         ENTER = PROCESS
                      PF7 = PAGE UP          PF8 = PAGE DOWN    PF12 = REFRESH
```

Figure 24. Other Investigative History Screen

Instructions for viewing the Other Investigative History screen are discussed below:

Viewing (Querying) The Investigative History Screen

To view the Other Investigative History record, complete the fields as follows:

SSNO	*Required, numeric; 9 positions* Type the individual's social security number.
Agency/Bureau	*Optional, alphanumeric; 2 positions* Type the agency code.
Name	*No entry* The system generates the employee's name based on the SSN field.

After completing the fields, press **[Enter]**.

The Other Investigative History screen is displayed showing the date the investigation was completed, the type of investigation, and the investigating agency.

- To scroll to another page, press **[PF8]**.

- To perform another function or to exit, press the applicable function key at the bottom of the screen.

Reports

Reports is Option 4 on the SETS Menu (**Figure 4**). This option is used to request reports pertaining to accession, change, and separation actions processed in a given pay period.

To select this option at the SETS Menu, type **4** at the cursor or, with the cursor at Reports, press **[Enter]**.

The Report screen (**Figure 25**) is displayed.

```
   SZ40000                        USDA/OFM/NFC                    DATE: 08/31/99
                          SECURITY ENTRY AND TRACKING SYSTEM

   AGENCY/BUREAU:_____       POI_____            DEPARTMENT___        MODE:  REPORTS

   ------------------------------------------------------------------------------

           ROUTING INFORMATION:


         PRINTER DESTINATION:

             NUMBER OF COPIES:  1

   VIEW BEFORE PRINTING (Y/N):  N

             PAY PERIOD NUMBER:       YEAR:

                 REPORT NUMBER:     1 REPORT OF ACCESSIONS
                                    2 REPORT OF SEPARATIONS
                                    3 REPORT OF CHANGES

   ENTER INFORMATION, SELECT A REPORT AND PRESS ENTER.
   CLEAR = EXIT   PF1 = PREV MENU   PF5 = HELP   PF12 = REFRESH   ENTER = PROCESS
```

Figure 25. Report Screen

Complete the fields as follows:

Agency/Bureau	Required, alphanumeric; 2 positions Type the agency code.
POI	Required, numeric; 4 positions Type the personnel office identifier code.
Department	Required, numeric; 4 positions Type the department code.
Routing Information	Required, alphanumeric; 20 positions max. Type the information to designate where the output job should be delivered.
Printer Destination	Required, alphanumeric; 16 positions max. Type the printer number where the report is to be printed.

**Number Of
Copies**

Required, numeric; 1 position

Type the number of copies of the report to be printed. Valid codes are *1* through *9*.
If no entry is made, the system defaults to *1*.

**View Before
Printing (Y/N)**

Optional, alpha; 1 position

N (no) is generated. Type **Y** (yes) over **N** if you want to view the report before
printing.

If no entry is made, the system defaults to *no*.

☞
Note

For detailed instructions on viewing reports at the terminal and determining the
status of a job, see Chapter 2, Remote Site Usage, Section 2, Interactive System
Productivity Facility (ISPF).

**Pay Period
Number**

Required, numeric; 2 positions

Type the pay period number for the requested report to obtain the data for that pay
period.

Year

Required, numeric; 2 positions

Type the year for the Pay Period Number entered in the Pay Period Number field.
Press **[Tab]**.

Report Number

Required, numeric; 1 position

Type the report number desired. Valid values are:

1   Report of Accessions
2   Report of Separations
3   Report of Changes

After completing the applicable fields, press **[Enter]** to submit the job. If all edits are
satisfied, a message will display indicating that the report was successfully submitted.

Exhibits

This section contains the following exhibits:

- [Accessions Report](#)
- [Separations Report](#)
- [Report of Changes](#)

1. Accessions Report

```
DATE: 00/00/00                    USDA-NFC-NATIONAL FINANCE CENTER                    PAGE: 00
SETSO1                           SECURITY ENTRY AND TRACKING SYSTEM

                             SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED
                                       ACCESSIONS REPORT
                                PAY PERIOD 16   PAY PERIOD YEAR 99
```

AGENCY	POI	ORG STRUCT	EMPLOYEE NAME		SSNO	NOA1	NOA2	NOA2 DESCRIPTION	ACC DATE
90	5317	70 40 0030	DOE	MARY	0000000000	000	130	TRANSFER	08/01/99
		70 20 0030	DOWN	JILL	0000000000	002	101	CAREER COND APPT	07/18/99
		70 04 0010	BROWN	LISA	0000000000	000	171	EXC APPT NTE	08/01/99
		70 40 0000	WHITE	TAYLOR	0000000000	000	781	CHG IN WORK SCHEDULE	08/23/99

```
USDA-NFC-SHAL3
```

2. Separations Report

```
DATE: 00/00/00                         USDA-OFM-NATIONAL FINANCE CENTER                                   PAGE: 00
SETSO2                               SECURITY ENTRY AND TRACKING SYSTEM

                            SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED

                                        SEPARATIONS REPORT
                                PAY PERIOD 17   PAY PERIOD YEAR 99

AGENCY  POI  ORG STRUCT      EMPLOYEE NAME        SSNO         NDA1 NDA2      NDA2 DESCRIPTION      ACC DATE

90      5317 70 40 0040   DOE     MARY          000000000     000  317  RESIGNATION               08/13/99

             70 10 0060   DOWN    JILL          000000000     000  317  RESIGNATION               08/13/99

             70 30 0030   BROWN   LISA          000000000     000  317  RESIGNATION               08/18/99

             70 04 0020   WHITE   TAYLOR        000000000     000  317  RESIGNATION               08/06/99
```

3. Report Of Changes

```
DATE:  00/00/00                    USDA - OFM - NATIONAL FINANCE CENTER              AG905317         PAGE:OO
SETSO3                              SECURITY ENTRY AND TRACKING SYSTEM

                                   SENSITIVE PERSONNEL DATA -- USE IS RESTRICTED

                                              REPORT OF CHANGES

                                   CURRENT CHANGES DURING PAY PERIOD 17 -

                                                                                                EFFECTIVE
DEPT  AGENCY     POI    SSNO         EMPLOYEE NAME                              NOA              DATE

AG    90         5317   0000000000   DOE              MARY          A           702             10/25/98

ON  08/24/99,  PER ACT UPDATED:
                                DATE PERS ACTN EFFECTIVE    POSITION SENSITIVITY CODE
                                FROM  06/01/98              FROM  2N
                                TO    10/25/98              TO    5C

                                NAT ACT 2ND  3 POS
                                FROM  790
                                TO    903

ON  08/24/99,  PER ACT UPDATED:
                                DATE PERS ACTN EFFECTIVE    ORG STRUCTURE CODE
                                FROM  02/05/98              FROM  90702000302010O000
                                TO    06/01/98              TO    90702000302045O0000

                                NAT ACT 2ND  3 POS
                                FROM  702
                                TO    790

                                DATE PERS ACTN EFFECTIVE
                                FROM  10/26/97
                                TO    02/05/98

ON  08/24/99,  PER ACT UPDATED:
                                NAT ACT 1ST  3 POS
                                FROM  OO2
                                TO    OOO

                                NAT ACT 2ND  3 POS
                                FROM  790
                                TO    702
```

Appendixes

This section contains the following appendixes:

A.   [Type of Investigation – Other](#)

B.   [Other Investigating Agency](#)

C.   [OPM Extra Coverage Codes](#)

D.   [SETS Edit Messages](#)

Appendixes

A. Type Of Investigation – Other

Code	Definition
10	Credit – Credit Search
11	PRI – Periodic Reinvestigation
12	PRI – Plus–Periodic Reinvestigation–Plus
13	PRI–SBI – Periodic Reinvestigation–SBI
15	MBI – Minimum Background Investigation
16	MDI – Update MBI 13–36 Months
17	MDI – Update MBI 36–60 Months
18	SSBI-PR – Periodic Reinvestigation for SSBI
20	LBI – Limited Background Investigation
21	LDI – Update LBI 13–36 Months
22	LGI – Upgrade: MBI to LBI 13–36 Months
23	LDI – Update LBI 37–60 Months
24	LGI – Upgrade: MBI to LBI 37–60 Months
25	BI – Background Investigation
26	BDI – Update BI 13–36 Months
27	BGI – Upgrade: LBI to BI 13–36 Months
28	BDI – Update BI 37–60 Months
29	BGI – Upgrade: LBI to BI 37–60 Months
30	SBI – Special Background Investigation
31	SDI – Update SBI 13–36 Months
32	SGI – Upgrade BI to SBI 13–36 Months
33	SDI – Update SBI 37–60 Months
34	SGI – Upgrade: BI to SBI 37–60 Months
36	LGI – Upgrade: MBI to LBI 1–12 Months
37	BGI – Upgrade: LBI to BI 1–12 Months
38	SGI – Upgrade: BI to SBI 1–12 Months
39	OBI – Other Background Investigations
40	ASD – Applicant Suitability Determination
41	ATSD – Appointee Suitability Determination
42	Obj/Pass – Objection Passover
43	RSI – Reimbursable Suitability
44	ESD – Employee Suitability Determination
45	ASI – Applicant Suitability Investigation
46	NSI – NACI/Appointee/Employee Suitability Investigation
47	MSI – MBI Suitability Investigation
49	OSI – Other Suitability Investigation
50	TUI – Trust Fund Death Certificate Investigation
51	TDI – Trust Fund Survey Investigation
52	TRI – Trust Fund Dept Collection Investigation
53	TFI – Trust Fund Fraud Investigation
54	TII – Trust Fund Identity Verification Investigation
59	OTI – Other Trust Fund Investigation
60	MFI – Merit Fraud Investigation

61	MTI – Merit Test Investigation
62	MEI – Merit Exam Investigation
69	OMI – Other Merit Investigation
79	OFI–79 – 79 Notification
80	EEO – Equal Employment Opportunity Investigation
81	SES – Distinguished Executive Rank
89	ORI – Other Reimbursable Investigation
90	OIS – Other Investigative Services
91	Advisory – Advisory–Suitability/Security
92	SAC – Special Agreement Checks (OFI–86C)
XX	Unknown

Appendixes

B. Other Investigating Agency

Code	Definition
AC	ACTION
AT	Bureau of Alcohol, Tobacco, and Firearms
BE	Bureau of Engraving and Printing
CI	Central Intelligence Agency
CO	Department of Commerce
CU	Customs Service
DE	Drug Enforcement Agency
DS	Defense Investigative Service
FB	Federal Bureau of Investigation
GA	General Accounting Office
ID	Agency for International Development
IR	Internal Revenue Service
MS	U. S. Marshal Service
NI	Naval Investigation Service
NS	National Security Agency
OP	Office of Personnel Management
OT	Other
SS	Secret Service
ST	State Department

C. OPM Extra Coverage Codes

Code	Definition
1	Overseas (Subject & Spouse)
2	Credit
3	Advanced Report Of NAC
4	Managerial & Supervisory
5	Public Contact
6	Law Enforcement
7	Attached Information, Issues Or Requests By The Agency
A	Investigator Positions
B	Astronaut Positions
C	Fellow Positions
D	Executive Exchange Positions
E	Activities In Hostile Countries
F	CIA
G	Spouse CIA
H	INS
I	Spouse INS
J	Selective Service
K	State Department Security
L	BVS
M	Lexis/Nexis
N	Pre-Appointment Investigation
P	DEA Special Agent Update
Q	DEA Special Agent Applicant
R	By-Pass Administrative Edits In Data Entry
X	Schedule FP/FBI Items; Agency Will Reimburse OPM
Y	Criminal Justice Position

Appendixes

D. SETS Edit Messages

Description

Field Must Be Numeric

Personnel Office Identifier Must Be Entered

Agency Code Must Be Entered

Invalid Agency/POI Combination

TMGT Validation Temporarily Unavailable

Invalid Personnel Type Must Be A, C, Or V

Invalid Date Of Birth

Date Of Birth Must Not Be Greater Than Current Date

Grade Must Be Between 00 And 15

Invalid Date Of Separation

Invalid 2nd Character Of Position Sensitivity Code

Invalid 1st Character Of Position Sensitivity Code

Invalid Agency/POI Combination

Date Of Birth Must Be Greater Than Current Date

Invalid City & State Code Combination

TMGT Validation Temporarily Unavailable

Invalid Date Format On Date Entered Agency

Invalid Date Format Date Can Not Be Blank Or Zeroes

Invalid Date, Date Must Not Be Greater Than Current Date

Invalid Clearance Level, Enter IT, IS, IC, T, S, Or C

Must Have A Valid Clearance Level For Date Clearance Requested

Clearance Level Changed To CC, Date Clearance Requested Must = Zeroes

Invalid Date Clr (Clearance) Granted/Cancel

Must Have A Valid Date Clearance Requested For The Clearance Level

Invalid Date Clearance Req (Requested)

Date Clearance Req (Requested) Must Be Less Than Or Equal To Current Date

Must Have A Valid Date Clearance Requested Or Date Clr (Clearance) Granted/Cancel

Invalid Date Clr (Clearance) Granted/Cancel

Date Clr (Clearance) Granted/Cancel Must Be Less Than Or Equal To Current Date

Invalid Date SF312 Signed

Date SF312 Signed Must Be Less Than Or Equal To Current Date

Invalid Date Waiver Requested

Date Waiver Requested Must Be Less Than Current Date

Invalid Date Waiver Approved

Date Waiver Approved Must Be Greater Than Date Waiver Requested

Date Waiver Approved Must Be Less Than Current Date

Name Must Be Alphabetic Characters A – Z

Invalid Security Form Enter 85, 85P, Or 86

Must Enter Valid Security Form For Date Security Form Requested

Description

Invalid Date Format

Invalid Date Format, Date Can Not Be Blank Or Zeroes

Invalid Date, Date Must Be Greater Than Current Date

Invalid Date Format

Invalid Date, Date Recvd Forms Must Be > Or = Date Request Forms

Date Name Completed Must Be > Or = Date Name Requested

Date Fingerprint Ret (Returned) Must Be > Or = Date Finger Print Init (Initiated)

Invalid Date Format On Date

Date Fingerprint Resub (Resubmitted) Must Be > Or = Date Fingerprint Ret (Returned)

Date Fingerprint Check Results Rec (Recorded) Must Be > Or = Date Fingerprint Init (Initiated)

Invalid Type Of Invest Must Be 01, 02, 05, 06, Or 07

Must Enter Valid Type Of Investigation For Requested Date

Invalid Date, Date Returned Must Be > Or = Date Requested

Invalid Date, Date Resubmit Must Be > Or = Date Returned

Invalid Date, Date Scheduled Must Be > Or = Date Requested

Invalid Date, Date Completed Must Be > Or = Date Requested

Invalid Date, Date Adjudicated Must Be > Or = Date Requested

Invalid OPM Closing Code, Must Be DC, CM, IC, TR Or CF

Invalid OPM Case Status, Must Be C1, CL, CP, P1, RD, SC Or UN

Invalid Type Of Invest (Investigation), Must Be Between 10 And 92 Or = XX

Invalid Investigating Agency. See Help For Valid Agency.

Must Enter Investigating Agency For Type Of Investigation

Must Enter Valid Type Of Investigation For Request Date

Invalid Case Status, Must Be C1, CL, CP, P1, RD, SC Or UN

Invalid OPM Case Service Days, Enter A, B, C, D Or X

Must Enter Valid Resubmit Date For Scheduled Date

Employee Separated More Than 18 Months, Update Is Not Allowed

Appendixes

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.